

NEPAL BANK LIMITED

Assistant (Level - 4)
(Syllabus of Written Examination for Open Competition)

<u>Paper</u>	<u>Subject</u>	<u>Full Marks</u>	<u>Pass Marks</u>	<u>Time</u>
First	Economy, Banking and Accounting	100	50	3:00 hours
Second	Management	100	50	3:00 hours

Course Outline:

Eight subjective questions in each paper will be asked and five questions should be answered.
At least two questions should be answered in English Language.

First Paper: Economy, Banking and Accounting

1. Macroeconomic Indicators: GDP, Per capital income, Investment, Consumption, Saving, Inflation, Public debt Management, Population, Export and Import.
2. Challenges of Economic Development in Nepal.
3. Industrial and Commercial Policies of Nepal.
4. Banking in Nepal: Evolution and Present scenario, Role and Functions of Commercial banks and Central bank (Nepal Rastra Bank).
5. Bank and Financial Institutions Act. 2063: Company Act. 2063 of Nepal.
6. Management of Commercial banks: Deposit management, Lending Management, Cost Management, Risk Management.
7. Financial analysis: Income, Funds flow, Liquidity ratios, Leverage ratios, Turnover ratios. Probability ratios and Cost-volume-profit analysis.
8. Book Keeping and Accounting: Objective, Scope, Function, Double entry system. Difference between Book Keeping and Accounting.
9. Cheque, Draft and Bill collection: Definition, Types, Handling and Reconciliation.
10. Balance Sheet: Nature, Purpose and its presentation.

Second Paper: Management

1. Management: Concept, Principles, Functions and Emerging challenges.
2. Human Resource Management: Concept, Meaning Functions, Performance appraisal and Reward system.
3. Industrial Relations: Concept, Trade unionism, Causes and settlement of industrial disputes, Collective bargaining.
4. Leadership and Communication in Organization: Approaches and Modern views.
5. Supervision, Monitoring and Control: Systems and Techniques.
6. Business Statistics: Describing data using statistics, Graphic methods of displaying data, Measure of capital tendency, The dispersion, Methods of sampling, Index number Simple Correlation and Regression analysis.
7. Office and Records Management: Modern views, Functions, Purposes, Essentials and Life-cycle of records.
8. Letter and Memo Writing.
9. Customer Relations Service: Importance, Tools and Techniques.
10. Computer Introduction: Windows, Word Processing system, Excel.

Nepal Bank Limited
Syllabus for
Open Competitive Written Examination

There will be two papers. Each paper will have three hours written examination eight subjective questions in each paper will be asked and five questions with at least two questions from each section should be answered. At least one question should be answered in English language.

Level	7&6	Post: Deputy Manager & Assistant Manager	Time: 3 hours
Paper	I	Full Marks: 100	Pass Marks: 50

Subject: Economy, Money and Banking

A. Economy:

1. National Income Accounting: GDP, GDP Measurement, GDP Computation in Nepal and its problems.
2. Growth Theories: Harrod-Domar, Solow-Swan, New Classical Model, Implication of New Classical Model.
3. Price and Output Determination under Various Market Systems: Perfect Competition, Imperfect, Monopolistic and Oligopoly Market Systems.
4. Theories of International Trade and Investment, Foreign Trade and Investment Policies of Nepal.
5. Development Economy Structure and Characteristics of Developing Economics, Determinants of Economic Growth, Development issue and Challenges, Privatization and its Present Affairs in Nepal.
6. Poverty, Inequality, Population Growth and Challenges in Nepal.
7. Development Planning and its importance: Development Planning in Nepal Issues and Challenges.
8. Monetary Policy, Fiscal Policy, Bank and Financial Institutions Act. (BFI Act. 2063), Industrial and Commercial Policy in Nepal, Company Act. 2063 and other banking Related Acts in Nepal.
9. Debt Recovery Tribunal Act. 2058/Rules 2059, Banking Offense and Punishment Act. 2064, AML Act. 2064 and Various NRB directives/Guidelines.

B. Money and Banking:

1. Banking: History, Role and Functions of Commercial Banks and Central Bank.
2. Management of Commercial Bank: Profitability and Liquidity Management: Assets and Liability Management: Lending Principles and its Management: Determination of Interest Rates.
3. Project Appraisal: Techniques, Methods of Project Evaluation, Analysis of Financial Statements, Ratio Analysis, Cash Flow Analysis and Measuring for the performance.
4. Bank Marketing: Banking Products and Instruments, Target Groups/Customer-line, Marketing Strategies and Plans.
5. Foreign Exchange Management Policy, Practices and Regulation in Nepal.
6. Money Supply: Definition, Factors affecting Money Supply, High Power Money and Money Multiplier.
7. Inflation: Concept Causes Measurement and Consequences Trade off between inflation and Unemployment.
9. Bank Risks Management, including BASEL II and related NRB directives/Guidelines.
10. Trade Finance: Letter of credit, Letter of Guarantee, etc and related NRB Guidelines/directives.

Level	7&6	Post: Deputy Manager & Assistant Manager	Time: 3 hours
Paper	II	Full Marks: 100	Pass Marks: 50

Subject: Management and Finance

A. Management:

1. Organization Development: Organization Theories, Organization Development Process, Organization Development at Group and Inter group level, Changing Organizational Culture.
2. Strategic Planning: Formulation, Environmental Scanning, SWOT Analysis, Strategy Formulation, Implementation, Evaluation and Control.
3. General Management Meaning, Theories, Principle, Functions, Emerging concepts of Management, Role of Managers, Skills, Ethics and Social Responsibility.
4. HRM Meaning and Approaches to HRM, HR Planning, job Descriptions, Recruitment and Selection, Integration and Development, Training and Development, Performance Management, Compensation, Contemporary Challenge & Problems of Human Resource Management; Labors Relations and Negotiations.
5. OB: Fundamentals of OB, Leadership Development, Group Dynamics, Motivation, Communications, Time Management, Conflict Management, Decision Making and Problem Solving.
6. Quality Management, TQM Techniques, Factors affecting Quality, Benchmarking and Quality Assurance Techniques, Managing Change and Development in Organization.
7. IT/MIS concept, Scope and System of Electronic Commerce; Hardware, OS and Software, Software Testing, Database Management System, Database Recovery Method, Documentation and Reporting, IT-Risk Analysis, Local Area Network and Wide Area Network, Word Processing Package, Spread Sheet Package, Graphical Package, Database Package, Cyber Crimes.
8. Corporate governance Related NRB directives.
9. Business Statistics; Sampling, Data Collection, Tabulation, Preparation of Reports, Analysis of Correlation & Regression, Test of hypothesis, Chi Square Distributions and its application.

B. Finance:

1. Financial Management, Financial System and Market, Capital and Money Market, Securities Market, Financial Derivates Instruments, financial Planning, Present Value & Opportunity Cost of Capital, Financial Investment Analysis, Financial Sectors Reforms in Nepal.
2. Capital budgeting; Techniques, significance, Application of the concept, Cohesion among Alternative Proposals, Pay Back Method, Capital Rationing.
3. Portfolio Management; Analysis and Selection, Associated Risk Analysis in Portfolio Management.
4. Profit Management; Break Even Analysis, Sources and Uses of Funds, Linear Programming and Goal Programming.
5. International Organizations, World Bank, IMF, ADB, WTO; Regional Economic Cooperation - SAARC, ASEAN, EU, BIMSTEC.